



United States
Department of
Agriculture

Food and
Nutrition Service

Mountain
Plains
Region

1244 Speer Boulevard, Suite 903
Denver, Colorado 80204-3585

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Reply to
Attn of: SP-02-01
CACFP-659
SFSP-433

Subject: Electronic Transactions in the Child Nutrition Programs

To: STATE AGENCY DIRECTORS – Colorado ED, Colorado DPHE, Iowa, Kansas,
(Child Nutrition Programs) Missouri ED, Missouri DH, Montana OPI,
Montana DPHHS, Nebraska, North Dakota,
South Dakota, Utah and Wyoming

We have received numerous questions regarding electronic submission of information in the Child Nutrition Programs (CNP). The purpose of the attached Question and Answer (Q&A) document is to provide guidance on electronic transfer of information in CNPs. It establishes a framework for States to follow when determining if conversion from paper-based systems to electronic ones is appropriate. This memo does not discuss electronic transfers from States to the Federal level.

There is no Federal requirement for State agencies or school food authorities (SFAs) to establish a method for collecting Program information electronically or via the Internet. Rather, the intent of this memorandum is to provide information regarding the use of technology in CNPs and assist in determining if electronic transactions are appropriate for a State or SFA. For those States which choose to pursue electronic transactions with their schools and institutions, we remind you that electronic documents are legal documents and are intended to be as legally binding as the paper documents they replace.

At the end of the Q&As, we have included a definition section and a website list. These documents will assist in understanding some of the more technical terms and concepts used throughout the Q&As.

If you have any questions regarding this memorandum, please contact our office at (303) 844-0355.

BRIAN ALLISON
Acting Regional Director
Child Nutrition Programs

Attachment